Office of Community Capacity Building Training Center Schedule July 2005 – June 2006

	July 2005	Aug. 2005	Sept. 2005	Oct. 2005	Nov. 2005	Jan. 2006	Feb. 2006	Mar. 2006	April 2006	May 2006	June 2006
SEED CAPACITY BUILDING PROGRAM	ON-SITE TRAINING Org. Assessment (4 hours); and Seed Program Orientation and Board Self-Assessment (3 hours) Grantees determine dates and locations	ON-SITE TRAINING Assessment Results and Outcomes Training (4 hours) Grantees determine dates and locations	ON-SITE TRAINING Work Plan and Strategic Plan Development (4 – 8 hours) Grantees determine dates and locations	TRAINING Fund Development Oct. 18 & 19 9 am – 5 pm Richmond	ON-SITE TRAINING Board Roles and Respons. (6 – 8 hours) Grantees determine dates and locations			TRAINING Executive Director Leadership March 22 & 23 9 am – 5 pm Richmond	TRAINING Partnering for Success April 19 & 20 9 am – 5 pm Roanoke	ON-SITE TRAINING Optional – Topics determined by grantees and OCCB (4 hours) Grantees determine dates and locations	CLOSE-OUT CELEBRATION June 8 9 am – 3 pm Richmond
OPEN TO THE PUBLIC	ARC Flex-E-Grant: Leadership Development July 19, 20 & 21 9 am – 12 pm Dickenson, Wise & Buchanan Counties		CAPACITY BUILDING WORKSHOP AT THE GOVERNOR'S HOUSING CONFERENCE Sept. 14 1:30 – 5 p.m. Roanoke ARC Flex-E-Grant: Leadership Development Sept. 7, 8 & 9 9 am – 12 pm Dickenson, Wise and Buchanan Counties	Getting Started on Affordable Housing Development Date: Oct. 4 & 5 9 am – 5 pm Warrenton, VA			How to Apply For Federal Home Loan Bank Programs Feb. 7, 8, & 9 9 am – 4:30 pm Richmond, Roanoke and Hampton Roads	Getting Started on Affordable Housing Development Date: TBD 9 am – 5 pm Roanoke How to Apply for Seed 2007 Date: TBD Richmond and Roanoke		How to Apply for CFO 2007 Date: TBD Richmond and Roanoke	Getting Started on Affordable Housing Development II (Advanced) Date: TBD 9 am – 5 pm Location: TBD
ADV. REAL ESTATE		Sess. 3 Aug. 9 – 12 Times vary King George			Sess. 4 Nov. 14 – 17 Times vary Lynchburg					Sess. 2 Time: TBD Location: TBD	

Seed Program Training. Executive Director and 1 Board Member required to attend. Dates/times subject to change.

Seed Program On-Site Training. Executive Director and minimum of 75% of Board Members required to attend.

OCCB Training Center workshops that are open to the public. Dates/times subject to change.

Appalachian Regional Commission (ARC) trainings that are open to the public.

Pre-Conference Capacity Building Workshop that is open to Virginia Governor's Housing Conference registrants.

Trainings that are by invitation only to pre-selected affordable housing development organizations

SEED Capacity Building Program Trainings:

Capacity Building Orientation and Assessment
SEED Program On-Site Training – July 2005
Welcome to the FY2006 SEED Capacity Building Program! This intensive one-year capacity building program will challenge your organization to reach a higher level of organizational effectiveness. New SEED Grantees will learn about OCCB and its services as well as program compliance for the SEED grant. Effective capacity building begins with a thorough examination of the needs and assets of the nonprofit, so at this session organizational assessments will be completed. OCCB staff, with the assistance of the Executive Director and Board President, will conduct a thorough examination of the organization. Also, the Executive Director and all members of the Board will complete an anonymous assessment in which they will give their honest opinions about the present state of conditions in your organization.

Capacity Building Assessment Results and Outcomes Training
SEED Program On-Site Training – August 2005
The results of your organization's assessments will provide a baseline performance level and help determine the types of activities your organization should engage in over the course of the year to increase capacity.   At this workshop we will discuss your assessment results and determine priority areas that your organization will focus on. As a result, the beginnings of your organization's 1-year work plan activities will begin to take shape.   At this point in the session, you will probably be thinking *"How will we ever find time for our work plan activities with all the other things we are currently doing?"* You may also be thinking *"What difference will this workplan really make for us?"* We'll tackle both these issues with the "Outcomes" training portion of this site visit.   The Outcomes framework will give you a process to "map out" how you will complete your work plan and to determine how your organization will really benefit from this endeavor.

Work Plan and Strategic Plan Development
SEED Program On-Site Training – September 2005
Organizations will collaborate with OCCB staff to finalize their customized 1-year work plan for the SEED capacity building program. This work plan, in conjunction with OCCB trainings and technical assistance, forms the basis for your organization to achieve greater capacity. We'll also begin a strategic planning process, where your organization will begin to identify longer term goals for your organization. Participants will receive the tools necessary to create a 3-year Strategic Plan.

Fund Development
SEED Program Training – October 18 & 19, 2005
A successful nonprofit board recognizes that the financial health of their organization enables it to perform its mission. This workshop will explore the variety of strategies that can be pursued to obtain funding. Participants will get tips on annual giving campaigns, capital campaigns, planned giving, grants, earned income, special events and local resources. Participants will be engaged throughout the training and will have the opportunity to direct questions to both fund development experts, as well as your peers in the field, and get answers and ideas as to what works, what doesn't work, and how to do it better next time.

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Board Roles and Responsibilities
SEED Program On-Site Training – November 2005
In this highly interactive session, the Board will explore their objectives in serving on the board, and their roles and responsibilities as Board members. Effective Board practices will be highlighted and Board members will apply their knowledge to real situations. By the end of this site visit, your board should be prepared to demonstrate competent, passionate, accountable and ethical leadership in your organization.

Budget and Financial Basics
SEED Program Training – November 9, 2005
This course will provide a solid foundation in fiscal administration practices that will improve the day-to-day financial operations of your organization. In addition, budget planning, development, coordination, approval and implementation will be covered in this training and class exercises will help participants to better develop their own organization's budgets.

Executive Director Leadership:
SEED Program Training – March 22 & 23, 2006
Are you a new Executive Director who is feeling overwhelmed? Or, are you a veteran Director looking for new ideas and a moment to reflect upon where you've been? Do you have the nagging feeling that there might be a better way to do what you do? The ability to lead a non-profit organization requires unique knowledge, skills and innovation. This workshop will help Executive Directors cope with the stresses of their job and help them to develop skills to help their organizations thrive under often challenging conditions. This workshop will provide the knowledge, skills, and support you need to move your organization forward more effectively.

Public Relations and Marketing
SEED Program Training – April 19 & 20, 2006
Like all organizations, non-profits are faced with getting different types of information to many different audiences--from board members to potential funders; to the news media, clients and the community at-large. Each group has its own particular need for information at different times and how they use it often differs depending on their role. At this workshop, we will assess how to determine the right message for the right audience and effective ways to provide information to the various groups. This workshop will help you develop a comprehensive communications plan easily tailored to meet the needs of all your audiences.

Optional SEED Program On-Site Training – May 2006
OCCB staff will be available to visit your organization to provide technical assistance on work plan related items or other organizational issues.

SEED Program Close-Out and Celebration – June 8, 2006
Virginia Crossings Resort, Glen Allen, VA
All grantees will come together to celebrate your success in the Capacity Building Program and discuss our experiences and lessons learned over the course of the year. We'll also hear from some dynamic guest speakers that will keep us all motivated to continue building the capacity of our organizations.

Open to the Public:

Capacity Building Workshop at the Governor's Housing Conference – Sept. 14, 2005, Hotel Roanoke
This workshop is open to registrants for the Governor's Housing Conference and is targeted to Community Development Organizations with a desire to develop their capacity to achieve sustainability. Included in this workshop will be an assessment to gauge organizational strengths and challenges; facilitated discussions and technical assistance related to challenges; and an opportunity for organizations to network and learn from each other. The target market for this workshop is organizations struggling to accomplish organizational objectives and nonprofits that want to become more effective and efficient in delivering their program services. Participants will leave the workshop with enhanced knowledge and resources that can contribute to the sustainability of their organization.

Getting Started on Affordable Housing Development – October, 2006 in Northern Virginia and March, 2006 in Roanoke
This training is offered to board members and staff of non-profit organizations, local governments, and others involved in the development process. The course focuses on the basic elements of developing rental, homeownership, and special need housing, including assisted living. The course explores areas of finance and deal structuring. Participants will receive an extensive manual developed by the Virginia Department of Housing and Community Development and the Virginia Housing Development Authority.

Getting Started on Affordable Housing Development II (Advanced) – January and June, 2006
[Anthony – insert description here]

How to Apply for Federal Home Loan Bank Programs – February, 2006
Participating in this workshop will give first hand knowledge of how to do business with the Federal Home Loan Bank using FHLBAccess, the new e-business environment. FHLB members and their development partners will gain an understanding of the programs available to build strong communities, learn about the application process and deadlines, receive helpful insight in developing a productive partnership between community organizations and financial institutions and will learn about specific examples of how FHLB funds have been leveraged to reduce risk to the financial institution and provide the funding necessary to make projects work.

Volunteer Recruitment and Management – March, 2006 in Roanoke
Maximizing volunteer resources is critical to many nonprofits today. This interactive training will offer participants the opportunity to develop a volunteer recruitment plan. Elements will include: defining needs and expectations, identifying target markets, developing volunteer job descriptions, designing effective messages and efforts to reach potential volunteers, and how to train, evaluate and retain your volunteers once they are recruited.

Appalachian Regional Commission (ARC) Flex-E-Grant
Leadership Development

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July 19 and Sept. 7 – Dickenson County
July 20 and Sept. 8 – Wise County
July 21 and Sept. 9 – Buchanan County
The Flex E Grant Program is designed to help rural communities within the Appalachian Region's 91 distressed counties jumpstart their local economies. Flex E grants are small investments in short-term projects that will build the community capacity to mobilize local resources, gain leadership experience, and strengthen community institutions and networks. Leadership Development training workshops focus on developing leadership capacities in the areas of communication, emotional intelligence, cultural awareness, conflict resolution, meeting skills and strategic thinking. Training sessions will be interactive and experiential.

Advanced Real Estate:

The Advanced Real Estate program provides in-depth training and technical assistance to housing development organizations with specific projects in the development stage. Four trainings sessions at four days each cover organizational development, community and neighborhood assessment, financial analysis, construction management and property management. Additionally, participants will here from leading experts in the community development field including representatives from funding agencies.

December 16, 2005